



# **AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING**

## **MINUTES**

**10 SEPTEMBER 2014**

The Committee Recommendations contained within these Minutes were adopted at the Council meeting on 7 October 2014.

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**REPORT OF THE AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING  
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON  
ON WEDNESDAY 10 SEPTEMBER 2014 COMMENCING AT 9.03AM**

## **1 OPENING**

## **2 PRESENT**

Members Present:

Acting Mayor, Councillor A P Williams (Acting Chairperson)  
Councillor C E Smith  
Professor D Low  
Mr A MacLeod  
Mr M Parkinson

Observers:

Mr H Maguma, Deloitte (External Auditor)  
Mr S Stavrou, Deloitte (External Auditor)  
Mr P Flemming, Queensland Audit Office

In Attendance:

Mr E Pardon – Chief Executive Officer  
Mr J Wallace – Chief Audit Executive  
Mr R Cheesman – General Manager Corporate Services  
Mr M Rowe – General Manager Community Services  
Mr D Stevenson – Manager Corporate and Technology Services  
Ms A Cutler – Manager Finance  
Ms T Sweeney – Manager Workforce and Strategy  
Mr S Turner – Manager Governance Support  
Mr M Clerc – Revenue and Accounting Coordinator  
Ms K Ramm – Risk Management Officer  
Ms K Mahon – Committee Support Team Leader

## **3 APOLOGIES AND LEAVE OF ABSENCE**

Leave of Absence for the meeting was previously granted to Councillor Margaret Strelow.

## **4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

### **COMMITTEE RESOLUTION**

THAT the minutes of the Audit and Business Improvement Committee held on 29 May 2014 be taken as read and adopted as a correct record.

**Moved by: Mr MacLeod**

**Seconded by: Mr Parkinson**

**MOTION CARRIED**

## **5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

## 6 BUSINESS OUTSTANDING

### 6.1 BUSINESS OUTSTANDING TABLE FOR AUDIT AND BUSINESS IMPROVEMENT COMMITTEE

**File No:** 10097

**Attachments:** 1. **Business Outstanding Table for Audit and Business Improvement Committee**

**Responsible Officer:** Evan Pardon - Chief Executive Officer

**Author:** Evan Pardon - Chief Executive Officer

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#### SUMMARY

*The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Audit and Business Improvement Committee is presented for Councillors' information.*

#### COMMITTEE RECOMMENDATION

THAT the Business Outstanding Table for the Audit and Business Improvement Committee be received.

**Moved by:** Professor Low  
**Seconded by:** Mr MacLeod

**MOTION CARRIED**

**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

**8 OFFICERS' REPORTS**

Nil

## 9 STRATEGIC REPORTS

### 9.1 UPDATE REPORT - ENGINEERING RECORDS REVIEW

**File No:** 5207  
**Attachments:** Nil  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Ross Cheesman - General Manager Corporate Services

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#### SUMMARY

*Update report on the Engineering Records Review as requested at the previous Audit and Business Improvement Committee meeting.*

#### COMMITTEE RECOMMENDATION

THAT the report on the progress of the Engineering Records Review be received.

**Moved by:** Mr Parkinson  
**Seconded by:** Professor Low

**MOTION CARRIED**



**10 NOTICES OF MOTION**

Nil

## 12 CLOSED SESSION

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

### COMMITTEE RESOLUTION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

#### 13.3 2013/14 Draft Annual Financial Statements

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

#### 13.7 Local Laws Fees & Infringements Collection Business Improvement Review Stages I & II Final Report

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

#### 13.1 Proposed Department Risk Registers Submitted for Adoption

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

#### 13.2 Overtime Review

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

#### 13.4 Business Improvement - Progress Report

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

#### 13.5 Risk Based Annual & Strategic Audit Plan 2014-2017

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

#### 13.6 IA Progress Report

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**Moved by: Councillor Smith**

**Seconded by: Professor Low**

**MOTION CARRIED**

#### **COMMITTEE RESOLUTION**

**9:11AM**

**THAT** pursuant to s341)(k) and s44 *Council Meeting Procedures* the meeting moves into Closed Session and be closed to the public

**Moved by: Mr MacLeod**

**Seconded by: Mr Parkinson**

**MOTION CARRIED**

9:58AM Chief Executive Officer left the meeting.

9:59AM Chief Executive Officer returned to the meeting.

10:24AM Mr MacLeod left the meeting.

10:27AM Mr MacLeod returned to the meeting.

10:28AM Chief Executive Officer left the meeting.

10:29AM Chief Executive Officer returned to the meeting.

#### **COMMITTEE RESOLUTION**

**10:52AM**

**THAT** pursuant to s34(1)(k) and s44 *Council Meeting Procedures* the meeting moves out of Closed Session and be opened to the public.

**Moved by: Councillor Smith**

**Seconded by: Mr Parkinson**

**MOTION CARRIED**

## 13 CONFIDENTIAL REPORTS

### 13.3 2013/14 DRAFT ANNUAL FINANCIAL STATEMENTS

**File No:** 8151

**Attachments:**

1. Draft Financial Statements 2013/14
2. Position Paper - Provision for Restoration of Landfills and Quarries

**Authorising Officer:** Ross Cheesman - General Manager Corporate Services

**Author:** Alicia Cutler - Manager Finance

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

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#### SUMMARY

*The Draft Annual Financial Statements as at 30 June 2014 are attached for review by the Audit Committee prior to certification and forwarding to the Auditor-General. A commentary on the Statements is also provided for members.*

#### COMMITTEE RECOMMENDATION

THAT the 2013/14 Draft Unaudited Financial Statements be received and the Acting Mayor and CEO consider any comments from the committee prior to signing.

**Moved by:** Mr MacLeod

**Seconded by:** Mr Parkinson

**MOTION CARRIED**

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**13.7 LOCAL LAWS FEES & INFRINGEMENTS COLLECTION BUSINESS IMPROVEMENT REVIEW STAGES I & II FINAL REPORT****File No:** 5207**Attachments:** 1. **Local Laws Fees & Infringements Collection Business Improvement Review Stage I & II****Authorising Officer:** **Evan Pardon - Chief Executive Officer****Author:** **John Wallace - Chief Audit Executive**

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

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**SUMMARY**

*The final report relating to Animal Management Stage I & II (now renamed Local Laws Fees & Infringements Collection Business Improvement Review – Stage I & II), is attached for the information of and review by the committee.*

**COMMITTEE RECOMMENDATION**

THAT the report be received and Council adopt the action items and recommendations for improvement as detailed in the report.

**Moved by:** **Councillor Smith****Seconded by:** **Professor Low****MOTION CARRIED**

**13.1 PROPOSED DEPARTMENT RISK REGISTERS SUBMITTED FOR ADOPTION****File No:** 8780**Attachments:**

1. **Community Services proposed Risk Register 2014**
2. **Corporate Services proposed Risk Register 2014**
3. **Office of the CEO proposed Risk Register 2014**
4. **Regional Services proposed Risk Register 2014**

**Authorising Officer:** Ross Cheesman - General Manager Corporate Services**Author:** Kisane Ramm - Risk Management Officer

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

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**SUMMARY**

*The purpose of this report is to present the proposed Departmental Risk Registers to Audit and Business Improvement Advisory Committee for consideration prior to adoption by Council.*

**COMMITTEE RECOMMENDATION**

THAT the Departmental Risk Registers, as presented, be adopted.

**Moved by:** Mr Parkinson**Seconded by:** Mr MacLeod**MOTION CARRIED**

**13.2 OVERTIME REVIEW****File No:** 5207**Attachments:** Nil**Authorising Officer:** Ross Cheesman - General Manager Corporate Services**Author:** Tracy Sweeney - Manager Workforce and Strategy

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

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**SUMMARY**

*The Overtime Review report is presented for Councillors' information.*

**COMMITTEE RECOMMENDATION**

THAT the report on the Overtime Review be received and overtime within Council continue to be monitored.

**Moved by:** Councillor Williams**Seconded by:** Mr MacLeod**MOTION CARRIED**

**13.4 BUSINESS IMPROVEMENT - PROGRESS REPORT****File No:** 5207**Attachments:** 1. Progress Report**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** John Wallace - Chief Audit Executive

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage .

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**SUMMARY**

*A report is submitted in compliance with the requirements of the Local Government Regulation 2012, S207. This is a new report inclusive of all known consulting activity across Council.*

**COMMITTEE RECOMMENDATION**

THAT the Business Improvement – Progress Report be received.

**Moved by:** Professor Low**Seconded by:** Councillor Smith**MOTION CARRIED**



**13.5 RISK BASED ANNUAL & STRATEGIC AUDIT PLAN 2014-2017****File No:** 5207**Attachments:** 1. Whole of Organisation Business Process Improvement Plan 2014-17**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** John Wallace - Chief Audit Executive

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

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**SUMMARY**

*The organisation-wide Business Process Improvement Plan for 2014-2017 is provided for the information of the committee as requested. This document is the risk-based Annual and Strategic Audit Plan for this 3 year period. Internal Audit Plans are required in compliance with the Local Government Regulation 2012 S 207, (2).*

**COMMITTEE RECOMMENDATION**

THAT the report on Risk Based Annual and Strategic Audit Plan 2014-2017 be received.

**Moved by:** Professor Low**Seconded by:** Mr MacLeod**MOTION CARRIED**

**13.6 IA PROGRESS REPORT**

**File No:** 5207  
**Attachments:** 1. IA Progress report: As at 28-8-2014  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** John Wallace - Chief Audit Executive

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage .

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**SUMMARY**

*The progress report to committee is provided as per the Local Government Regulation 2012, S207.*

**COMMITTEE RECOMMENDATION**

THAT the IA Progress Report as at 28 August 2014 be received.

**Moved by:** Mr Parkinson

**Seconded by:** Mr MacLeod

**MOTION CARRIED**

## 11 URGENT BUSINESS QUESTIONS

### 11.1 NEXT AUDIT AND BUSINESS IMPROVEMENT COMMITTEE DATE

**File No:** 1460

**Responsible Officer:** Evan Pardon – Chief Executive Officer

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#### **SUMMARY**

*Discussions were had as to when the next Audit and Business Improvement Committee Meeting will be held.*

#### **COMMITTEE RECOMMENDATION**

That the next Audit and Business Improvement Committee Meeting be scheduled for early February 2015.

**Moved by:** Councillor Williams

**Seconded by:** Councillor Smith

**MOTION CARRIED**

**14 CLOSURE OF MEETING**

There being no further business the meeting closed at 10:58am.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DATE